SECTION D

	LEM	CIT LAKIS	MIND PRICES	,		
NAME	FACTORY SYMBOL	LIST PRICE	ASSEMBLED CAP	BARREL	MECHANISM	TIP
Handyman Pencil	WE .	1.95	1.00	.60	. 40	
Chrome Cap-pencil	H195	1.95	1.00			•50
Brass Cap-pencil				.60	• 40	•50
	H196	1.95	1.00	.60	. 40	•50
Cadet (T.P.)	T20-X	3.00	1.50	1.00	1.25	.50
Craftsman (TP)	T2-X	4.00	1.75	1.00	1.25	•50
"500" Pencil	CllT8w	3.75	1.50	2.00	1.25	.50
"875" Pencil	CllTlOW	5.00	2.00	2.00	1.25	•75
Admiral and				2.00	エ・と)	•17
Saratoga (TP)	T 7	6.00	2.25	2.00	1 05	5 0
Sovereign (TP)	т61-х	5.25	•		1.25	.50
(Sheaffer clip)	101-X	2.25	2.00	2.00	1.25	•75
	TC 0 33					
Sovereign (TP)	T60-X	5.25	2.00	2.00	1.25	•75
(Plain clip)						•
Statesman and						
Valiant (TP)	\mathbf{T}^{4}	7.25	3.25	2.00	1.25	•75
Clipper and						
Sentinel (TP)	T6-X	7.50	4.50	2.00	1.25	.75
Signature (TP)	T4-6	10.00	7.50	2.00	1.25	
Autograph (TP)	T4-auto	17.50	12.50	2.00	-	•75
- : :	14-4460	11.70	12.50	2.00	1.25	2.50
Autograph (TP)	G2 2 ml. 4	10 50	0 =0			
(New) Jaman	CllT4A	12.50	. 8.50	2.00	1.25	•75
Triumph (TP)						
(Band on Barrel)	TY 9B	15.00	6.00	6.00	1.25	· 75
Triumph (TP)						
(Band on Cap)	TY9	15.00	6.00	6.00	1.25	.75
Crest (TP)	т6	9.00	6.00	2.00	1.25	. 75
Masterpiece (TP)	TZ	65.00	30.00	28.00	1.25	2.50
Sheaffer Utility		0,100	50.00	20100	±•~/	.50
Pencil	TE-X	1.95	1.00	1.00	1 05	
		~4.95			1.25	.50
Lady Sheaffer I / I			2.00	2.00	1.25	• 75
Lady Sheaffer	X-XIV	5.00	2.00	2.00	1.25	• 75
Lady Sheaffer	IXX-VX	7.50	- 4.00	2.50	1.25	•75
Lady Sheaffer	VXXX	10.00	5.00	3.50	1.25	•75
"PEP" Pencil	CFIC&MCFL2F	2.00	1.00	.50	.40	.50
Desk Pencil (TP)	D4	5.00	3.25	1.00	1.25	•75
			(quill &	(Gripping		
			barrel)	Section)		
OLDER LINES			•	·		
Craftsman	Н3	3.00	1.50	1.00	1.00	.50
Admiral	H5	3.75	1.75	1.00	1.00	.50
Statesman	H7	4.00	1.85	1.00	1.00	• 75
Tuckaway	M7	4.00	1.85	1.00	1.00	.75
Statesman and	•		•			
Valiant TM	H40	5.00	2.75	1.00	1.00	•75
Sentinel Deluxe	нбхс	5.00	2.85	1.00	1.25	-75
	HORO	7.00	2.0)	1.00	1.2)	• 17
Sentinel Deluxe	мбхс	5.00	2.85	1.00	1 05	75
Tuckaway		-			1.25	•75
Crest Deluxe	нб	7.50	4.85	1.00	1.25	•75
Crest Deluxe		(00	o 0=			
Tuckaway	M6	6.00	3.85	1.00	1.25	• 75
Signature	н40-6	10.00	7.00	1.00	1.25	•75
Autograph	H4-auto	15.00	10.50	1.00	1.25	2.50
Autograph						
Tuckaway	M4-auto	15.00	10.50	1.00	1.25	2.50
Triumph (Metal)	Y9B	12.50	6.00	6.00	1.25	•75
Desk Pencil	LD6	6.50	3.90	1.00	1.25	.75
Dear Tellett	טענג	3) 0	(quill &	(Gripping	±• <i>=</i>)	- 17
			barrel)	Section)		
NOTE: FOR PENCIL	PARTS EXCHANG	E PRICES			8/1/62	Dl
101. 111.011					5, -, 52	

	TIP	\$.50	•75	.50	.75		• 50	.50	.50	.75	.75	.75	.75 .50 .50
	MECHANISM	\$1.00	1.25	1.25	1.25		1.25	1,25	1.25	1.25	1.25	1.25	1.25
	BARREL	\$.50	2.50	1.00	1.00		1.00	1.00	1.00	1.00	1.00	1.00	1.00 1.00 1.00 2.00
	ORNAMENT	None	!	None	None		None	None	None	None	None	None	None
	WHITE	None	.10	None	.10		None	None	.10	.10	.10	.10	.lo None
ES	BAND	None	None	•30	.35		1	•30	None	.35	.50	None	5.80
AND PRICES	CAP	i I	.50	None	None		None	None	.50	None	.50	.50	None .25 None
PARTS A	CLIP	None	.20	.20	.20		None	.20	.20	. 20	.20	.20	.20
PENCIL PARTS	CLIP		1.25	•75	1.00		:	1.00	1.25	1.25	1.25	1.25	1.25 .75 1.25 1.25
	CAP SHELL	None	1.80	1.25	1.25		None	1.25	!	1.25	;	;	1.25
	CAP	\$1.50	3.25	1.50	2.20		5.00	2.75	2.75	2.75	5.00	7.00	8.50 1.75 2.75 3.75
	LIST	\$2.95	7.50	3.95	4.95		4.00	4.95	5.00	5.00	7.50	10.00	3.95 3.95 5.00 6.00
	FACTORY	CFY	СМЭХ	x-₁>>>	†22		CM3	CMX	CMM	CM	CMMIN	CMG	CMA CM3W CM3N CM6Y
	NAME	Gold Pep Pencil	White Dot Pencil III	Compact I Pencil	Compact II Pencil	TMPRRIAL TIT OF	TARGET	PFM I Pencil	PFM II Pencil	PFM III or IMPERIAL IV Pencil	PFM IV or IMPERIAL VI Pencil	PFM V Pencil	PFM Autograph 500 Series Pencil 800 Series Pencil 1000 Series Pencil

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NOTE: FOR PENCIL PARTS EXCHANGE PRICES, PLEASE SEE PAGE D13.

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BARREL		None None None	None None None None		.05	UNIT		\$. \$. \$. \$. \$. \$. \$. \$. \$. \$. \$. \$. \$. \$
WHITE		None None None	.10 .10 .10		.10	BARREL		*
UNIT		61· \$	67. 67. 67.		.79			
FRICTION RING		\$.10 .10	.10 .10 .10 .10		None None	TIP AND BARREL ASSEMBLY		.50 .50 .75 .75 .50 .50
SECTION		\$.50 .75 .75	.75 .75 .75 .75		None None	SLIDE COLLAR PUSH BUTTON		\$.05 .05 .05 .05 .05 .05 .05 .05 .05
BARREL		\$.50 1.00	1.00		4.25 6.75	SLIDE COLLAR MECH.		\$.50 .50 .50 .50 .50 .50 .50 .70 .70 .70 .70 .70
SLEEVE.		None .75	1.75 .75 None 7.00		None None	CHANISM LIDING SPRING		None None None None None None .05 .05 .05 None
SPRING		None .20	02.00.00		None None			
CLIP		None 1.00 1.50	1.50 1.50 1.50 6.00		1 1	SLIDE SPRIN PUSH		None None None None None None None None
CAP		.50 2.75 2.75	3.75 4.50 6.00 8.50 13.00		5.00	CAP		\$1.00 1.00 1.00 1.75 6.00 8.50 1.25 1.25 1.00
PRICE		\$1.75 5.00 5.00	6.00 7.50 9.00 10.00		10.00	LIST		\$ 1.95 1.95 1.95 3.95 3.95 10.00 1.95 1.95 1.95
SYMBOL		152-B R6T R3TX R31TX	R4T R9T-X R9T R4T-6 R4T Auto	DELS	B15CY B14CY	FACTORY SYMBOL	MODELS	S196 S195 B SL4 SL6-X SL6-X SL6-S SL4-6 SBR BHI BHW BHX BHX
NAME	SLIP CAP MODELS	Smoothie Admiral or Saratoga Sovereign	Statesman or Valiant Clipper or Sentinel Crest Signature Autograph	CAP	White Dot Stainless White Dot Gold Filled	NAME		Brass Cap Utility Chrome Cap Utility Plastic Cap Retractable Valiant Sentinel Crest Signature All Metal Anodized \$1.95 Skripwriter \$1.49 Skripwriter \$1.49 Ballpoint Chrome Pep Ballpoint \$1.95 Ballpoint
	PRICE CAP CLIP SPRING SLEEVE BARREL SECTION RING UNIT DOT	CAP MODELS CAP CLIP SPRING SLEEVE BARREL SECTION RING UNIT DOT	CAP MODELS CAP MODE Saratoga R6T 5.00 2.75 1.00 .20 None 1.00 .75 1.0 .79 None R3TX 5.00 2.75 1.50 .20 None 1.00 .75 .10 .79 None R3TX 5.00 2.75 1.50 .20 None 1.00 .75 .10 .79 None R3TX 5.00 2.75 1.50 .20 None 1.00 .75 .10 .79 None R3TX 5.00 2.75 1.50 .20 None 1.00 .75 .10 .79 None	CAP MODELS CAP MODE	CAP MODELS CAP MO	SYMEOL PRICE CLIP SPRING SLEEVE BARREL SECTION RING DATE DATE	SYMEOL STATE STA	Simple SYMBOL SYMBOL PRICE CLIP SPRING SIRENT SIERNE SECTION RING UNIT DOT

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PROCEDURES FOR REPAIR: Slide Collar Mechanism, Page D8; All Metal, Page C14; Slide Spring Mechanism, Page C19. NOTE: FOR BALLPOINT EXCHANGE PRICES SEE PAGE D13.

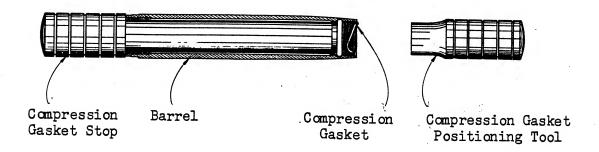
BALLPOINT PARTS AND PRICES

UNIT	67. 67. 67. 67. 67.	6 <u>7</u> .	UNIT	62· \$	62.
BARREL	555555	.05	WHITE	None	.10
TIP AND BARREL ASSEMBLY	2.50 04. 04. 04. 04.	.25	BARREL W	None None	.05
WHITE	None None None 10	None None	BAND	\$.25 .25	None
BAND	None None None 35 None	None	BARREL & QUILL	None	3.25
INNER		None None	E OUILL	.60	None
CAM	; 10 .10 .10 .10	None None		↔	
CLIP	.10	None None	GRIPPING SECTION THREAD RING	None None	1.75
CLIP	.25 1.25 .75 1.50 1.50	None None	THREAD RING	None None	.50
CAP	. 25 	None None		z z	•
CAP	1.00 2.55 1.75 2.50 4.50	.50	GRIPPING	\$.60	5.00 1.25
LIST	1.95 3.95 2.95 3.95 7.50	1.00	LIST	\$1.95 2.45	5.00
FACTORY	BJ4I BJ4Y BJ3W BJ3 BJ7Y BJ4I-2	BPO-X BPI	FACTORY	DS195 Black Colored	$\mathrm{S}^{4}\mathrm{TD}$
	MODELS r Clip point r Clip inder Clip lpoint III r, PEP II	ET MODELS	* MODELS	-	k Ballpoint
NAME	\$\\$\\\\$1.95 \text{ Reminder Clip} \\\$1.95 \text{ Reminder Clip} \\\$2.95 \text{ Reminder Clip} \\\\\\$2.95 \text{ Reminder Clip} \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	SPINNER-RATCHET MODELS \$1.00 Spinner \$1.00 Spinner	NAME DESK BALLPOINT MODELS	Desk Ballpoint	White Dot Desk Ballpoint
			0/2/60		

PROCEDURES FOR REPAIR: Reminder Clip Ballpoints, Page C23.

NOTE: FOR BALLPOINT EXCHANGE PRICES, SEE PAGE D13.

POSITIONING TOOL FOR COMPRESSION GASKET

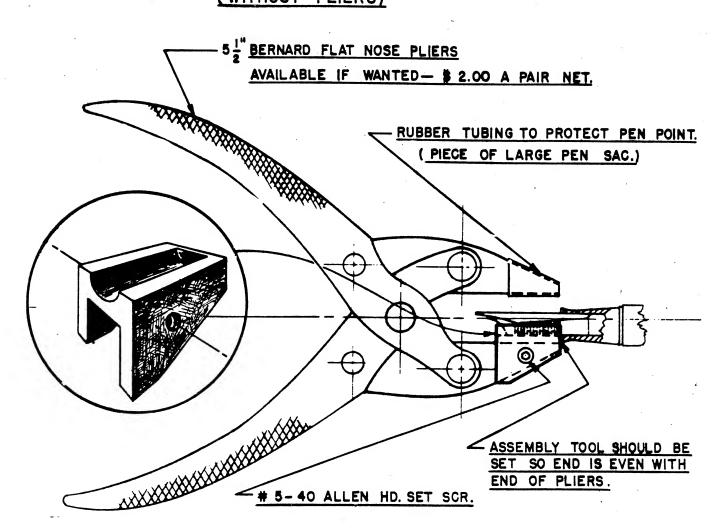


INSTRUCTIONS FOR USING COMPRESSION GASKET POSITIONING TOOLS

Three sizes: Thin Model, Regular & Snorkel

- 1. Dismantle barrel. Refer to disassembly instructions. Section C
- Insert compression gasket stop tool in trunnion end of barrel (the end that has the metal ferrule) as far as it will go.
- 3. Start compression gasket into opposite end of barrel.
- 4. Use compression gasket positioning tool, and push and rotate tool to position gasket in recess.
- 5. Check gasket after removing positioning tool to be sure it is in recess.

CONVENTIONAL POINT & FEED PUSHING TOOL-PRICE \$ 2.25 EACH NET (WITHOUT PLIERS)



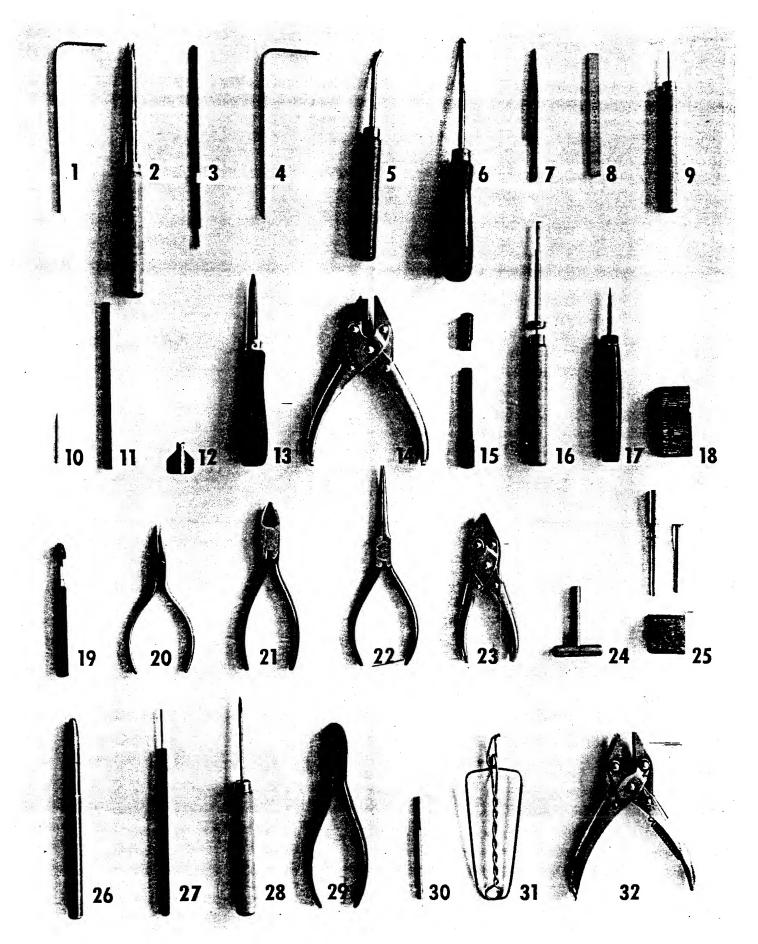
NOTE:

THE POINT & FEED ARE TO BE POSITIONED & STARTED INTO THE GRIPPING SECTION. THE FIN ON THE ASSEMBLY TOOL IS TO BE PLACED IN THE LAST COMB CUT IN FEED. THE POINT & FEED SHOULD THEN BE PUSHED INTO THE GRIPPING SECTION UNTIL NOSE OF PLIERS TOUCHES FACE OF SECTION.

	SHEAFFER'S REPAIR SERVICE TOOLS AND SUPPLIES		
STOCK NO.	NOMENCIATURE	3	NET PRICE*
STOCK NO. 1 1A 2 3 4 5 6 7 8 9 0 11 2 13 4 4 A 15 15 B 16 17 18 19 0 1 2 2 3 2 4 2 5 2 6 A B C D E F 2 6 2 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3		Only)	
42 43 44	Reamers .275 for #8 Sections Point Push Gauge Clip Spring Tool - Od Style	Page D5	2.1.
		e*	I

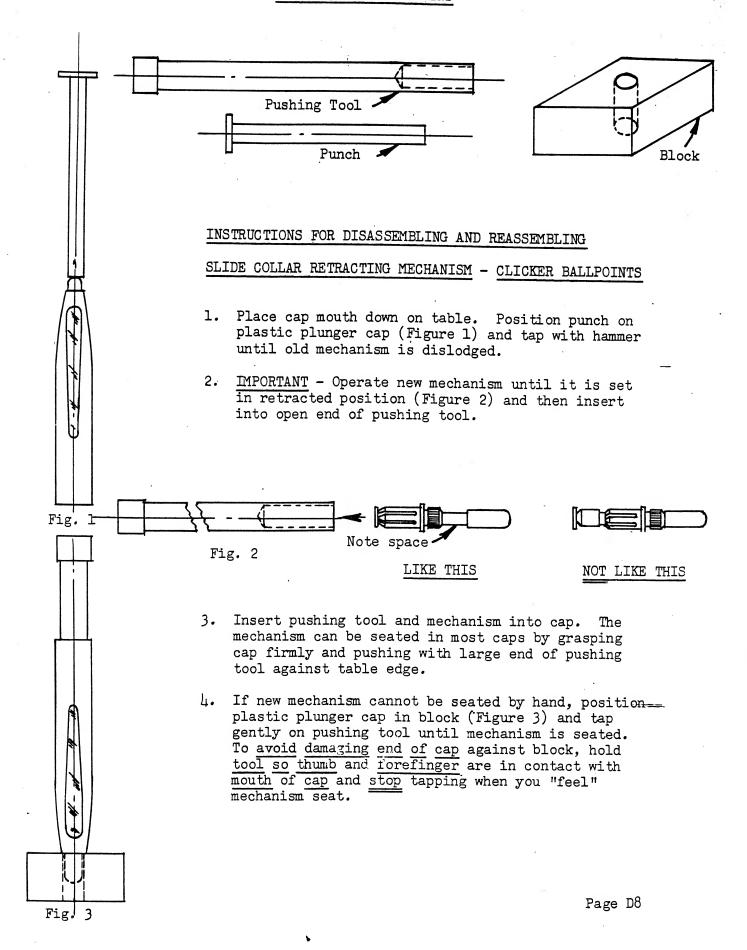
/	STOCK NO.	NOMENCLA TU RE	•	NET PRICE *
	45	Clasp Spring Tool - Old Style	:	. 1, 25
/	45 46 51 52 53 54 55 55 57 58 59	Inside Cutting Tool		1,00
	51	Linen Tester (Point Magnifying Glass)		.50
	52	Steel Rule 6 Inch		• 25
	53	Gold Wax for Filling Engravings		.10
	542	Silver Wax for Filling Engravings		•10
	55	Red Rouge for Polishing Sticks & Smoothing		.10
	56	Bench Block for Disassembling Points & Feeds		75
	57	Burnishing Blocks for Ironing Bent Points		4.00
	50	Bench Hammer - Steel Head		1,00
	60	Rubber Bulbs		.15 .25
	61	Blank Files for Hand Turning Tools Alcohol Lamps		•50
	62	Polishing Stick		.25
	63	Finger Cot		.10
	64	Thread Seal 5/8 Oz. (Rosin & Castor Oil)		. 25
	64A	Thread Seal, 1 Pint (Rosin & Castor Oil)		.75
	65	Polishing Cloth		•75
	66	Rosin, Lead Tube		. 50
	67	Cleaning Powder for Points & Feeds (Trisodium Phosphate)		• 25
	68	Arabol Cement, 5/8 Oz.		. 25
	68 a	Arabol Cement, 1 Pint		1,25
	69	EC 847 Cement 5/8 Oz.		• 25 • 00
	69A	EC 849 Cement, 1 Quart		2 . 00 .25
	70	MC Thinner 5/8 02.		1.25
	70A	MC Thinner, 1 Quart		.25
	71 71A	Shellac, 5/8 Oz. Shellac, 1 Pint		1.75
	72 72	Rosin Flux, 5/8 Oz.		25
	74	Rubber Hose		• 25
	75	Plastic Hammer		1.25
	82	Door Ease -		• 25
	83	Burnisher for Ironing Bent Points		1.25
	84 -	Polish, 1/4 Bar for Polishing Holders		•50
	85:	Smoothing Paper (3 x 4" per sheet)		.05 .25
	86	Spiral Brush		.50
	87	Oakite Cleaning Powder for Caps & Barrels, 1 lb.		60
	88	Hand Turning Tool Pierce Tube Assembly Tool - Sheath Type and		
	89	Conventional Cartridge Pens		1.50
	00	Arbor for Tightening clips and sizing barrel mouths -		· ·
	90	All-Metal Ballpoints		1.60
	91	Threaded Puller for Inner Liner		•45
	92	Arbor for Removing Dents in Metal Barrels - Lady Sheaffer	٠.	2.50
	93	EC 524, Nameplate cement, 5/8 oz.		. 25 -
	94	Glycerine, 5/8 oz.		.25
	95	Petrolatum, 5/8 oz.	.•	.25 .25
	96	Spermaceti and Castor Oil, 5/8 oz.		.25
	97	DPR Solution, 5/8 oz.		.15
	98	Plastic Thread Shield for Skripsert Pens		1.65
	99	Threaded Bushing Tool - PFM		.75
	100	Compression Gasket Positioning Tool - PFM Plastic Thread Shield for Compact Pens		.15
	101	Retainer Inner Sleeve Assembling & Disassembling Tool -		•+/
	102	Reminder Clip Ballpoint		2.50
	103	Clip Spring Assembling & Disassembling Tool - Reminder Clip		•
		Ballpoint		2.75

^{*} Prices are subject to change without notice.



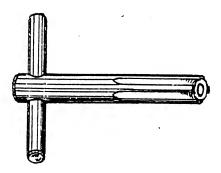
MECHANISM REPLACEMENT TOOL SET

CLICKER BALLPOINT PENS



GRIPPING SECTION TOOL

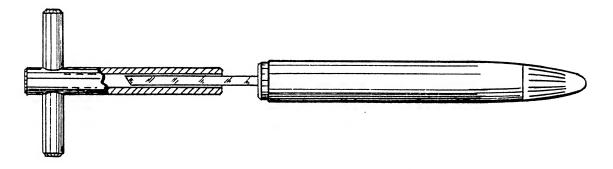
SNORKEL PEN



This tool is for removing the threaded portion of the gripping section that remains in the Snorkel Pen barrel in case a gripping section becomes broken.

INSTRUCTIONS FOR USE

- 1. Leave the filler tube assembled in the sac bushing. The tool has a hole which will accommodate the tube.
- 2. Line splines in sac protector up with splines in threaded piece and retract filler tube by turning plunger knob to right in the regular manner. (Remember - some will have a large spline.) This will pull sac protector down through threaded piece so that tool can engage in threaded piece.



- 3. Position tool with filler tube in hole and engage splines on tool with splines on threaded piece.
- 4. Turn tool to left to unscrew threaded piece and allow the plunger knob to unscrew. As the threaded piece is unscrewed push in on tool to keep maximum engagement and not allow propelling spring to push sac protector out and disengage tool.

FEED BROACH

SNORKEL PEN



This tool is to be used for removing binds in Snorkel pen filling tube action.

INSTRUCTIONS FOR USE

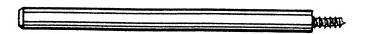
This filler tube should extend from the pressure of the propelling spring. It should retract smoothly and easily. If there is a bind in the action and inspection reveals that the splines on the sac protector do not bind or are mismated with the splines in the gripping section, the difficulty may be in the fit between the filler tube and the feed.

- 1. Remove point unit from gripping section.
- 2. Insert feed broach into hole in feed from the back of the unit.



- 3. Press cutting edge of broach against side of hole on the long or finger side of the feed and push broach forward through feed. Be sure and blow all shavings out of feed.
- 4. Try fit and repeat above as necessary.
- 5. If broaching the hole in the feed does not correct the binding, check the fit of the point holder gasket on filler tube. If the gasket is tight, lubricate filler tube with petrolatum. C A U T I O N: Apply petrolatum on that part of filler tube that is on barrel side of gasket and never on portion that enters feed.

ERASER PULLER

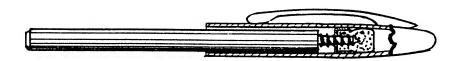


This tool is to be used for removing erasers that may become stuck in pencil caps.

INSTRUCTIONS FOR USE

All Sheaffer pencil caps have ample clearance for the eraser however, sometimes the eraser comes out of the mechanism and becomes lodged in the cap, so that the mechanism with a new eraser will not fit. The old eraser can easily be removed with this tool:

- 1. Insert Threaded end into pencil cap,
- 2. Start thread in the small hole in the eraser cup and turn engaging the threads in the hole,



- 3. Pull out the old eraser after the threads engage in the hole.
- 4. If the eraser has no metal cup the threads will engage in the rubber like a cork screw so the tool may also be used on this type of eraser.

PIERCE TUBE ASSEMBLY TOOL #89

CYSTRIDGE PENS



This tool is for assembling the pierce tube into the gripping section or threaded bushing. It is designed for use with either the conventional point cartridge pen or the sheath point cartridge pen.

INSTRUCTIONS FOR USE

- L. Place pierce, tube on pilot rod with angle against the angle on the tool. The longer edge of the pierce tube is sharp so it will pierce the plastic skrip cartridge. By properly placing the tube on the angle this sharp edge will be positioned over the secondary angle on the tool thus not dulling the edge.
- S. Position the correct brass spacer (conventional or sheath) on the trunion of the tool.



- The longer portion of the pierce tube should be aligned with the point. This is done by lining the flat on the handle with the point (this flat is correctly aligned with the angle). Insert the pilot into the pierce tube hole in the gripping section (conventional point type) or the thread bushing (sheath point type) and push until the spacer rests aginst the shoulder on the gripping section. It may be necessary to place the gripping section point down in a section. It may be necessary to place the gripping section point down in a Bench Block for Dissembling Points and Feeds (#56) and tap gently on the handle of the tool to drive the pierce tube into the nole.
- Remove the tool and the spacer from the tool. Run the pilot back and forth up. Remove the tool and tap the assembly with pierce tube down several times to shake any burrs out.

Complete repair instructions for cartridge pens on pages Gll, Gl2, and Gl3.

ARBOR FOR TIGHTENING CLIPS AND SIZING BARREL MOUTHS #90

ALL-METAL BALLPOINT PENS

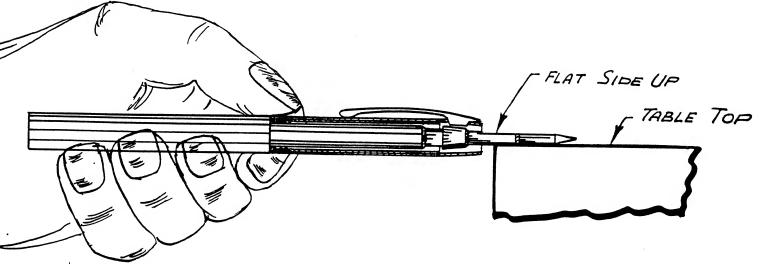


This is a combination tool that can be used for tightening the clips in all-metal retractable ballpoint pens or opening up the mouths of the barrels on the all-metal ballpoints that have been bent.

INSTRUCTIONS FOR USE

TIGHTEN CLIPS:

- 1. Remove the retracting mechanism as described on manual page D8,
- 2. Insert arbor into cap holding the arbor against one side of the cap. A definite "click" will be felt when the anvil area of the arbor clears the inner sleeve and is under the clip ears.
- 3. Place the end of the arbor on a table, flatted area directly under the clip ears. Hold the cap forward slightly so the end of the inner sleeve will be against the edge of the anvil area.



- 1. Tap the clip over the ears sharply with a plastic hammer (#75) so that the anvil area will cause the clip ears to clinch.
- 5. Remove arbor and assemble retracting mechanism with assembly tool (#25) modified as described on page Cl4.

SIZE BARREL MOUTH:

When a pen has been dropped causing the mouth to distort so the unit will not extend through, the mouth can be opened to the correct size by inserting the pointed arbor into the barrel and forcing it through the mouth.

PART EXCHANGE POLICY

This policy is to be used only for the sole purpose of adjusting parts stocks to be used on <u>repairs</u>. The company reserves the right to refuse to handle shipments not judged to be in this category.

- 1. Any used lifetime cap can be exchanged for any other available cap on a dollar-for-dollar value basis for the lifetime exchange charge.*
- 2. Any used lifetime point can be exchanged for any other available point on a dollar-for-dollar value basis for the lifetime exchange charge.*
- 3. Any used lifetime barrel can be exchanged for any other available barrel on a dollar-for-dollar value basis for the lifetime exchange charge.*
- 4. Any other used lifetime small part can be exchanged for any other available comparable small part on a dollar-for-dollar basis for the exchange charge.*
- 5. Any used <u>non-lifetime</u> point can be exchanged for any other available non-lifetime point on a dollar-for-dollar basis for the non-lifetime exchange charge.*
- 6. Any used non-lifetime barrel can be exchanged for any other available non-lifetime barrel on a dollar-for-dollar basis for the non-lifetime exchange charge.*
- 7. Any used non-lifetime small part can be exchanged for any other non-lifetime available comparable small part on a dollar-for-dollar basis for the exchange charge.*
- 8. Any used non-lifetime all metal or 14 Kt. trimmed pen or pencil cap will be exchanged for the used cap exchange charge. Other non-lifetime used pen, pencil, or ballpoint caps have no exchange value. Any new non-lifetime caps, plastic or metal, pen, pencil, or ballpoint, can be exchanged for any other available non-lifetime cap on a dollar-for-dollar basis. The charge for exchange will be 35¢ on Craftsman and Admiral pens 40¢ on all other pens and 25¢ on pencils and ballpoint caps. Any cap with scars, mars, scratches, dents, or ink stains will be considered used.
- 9. This policy does not apply to 14 Kt. Masterpiece pen, pencil, or ballpoint caps and barrels.
 - * We will supply in dollar value an equal amount of parts in exchange for the same value of used parts. When there is a difference in value, the part returned is of greater value than the part desired, an additional part must be supplied with the additional charge being billed at net. No credit will be issued. (See example sheet attached)

By using this new policy you can control your over-stock and understock condition by always requesting in exchange for over-stock parts, that we return parts on which you are under-stocked. Any over-stock condition should work itself out in due time in this manner. However, if you find it necessary to return new parts, not being able to adjust your stock by returning used parts, the same exchange charges (used parts exchange charges on attached sheet) will apply.

Attached is a copy of our exchange charges and an example sheet showing you how the new policy can be used and how charges will be figured. We believe this addition to our present policy will be mutually advantageous.

W. A. SHEAFFER PEN COMPANY

4 Assorted #12 TM barrels	18 assorted plungers	24 assorted - 93 Lifetime & 92 Lifetime points		PARTS RETURNED 6 old style #8 lever barrels
Craftsman barrels	TM Plunger & Protector Tubes	12 Snorkel points	_	PARTS WANTED IN EXCHANGE
4 TM bbls. @ \$2.60= \$10.40 list 9 Craftsman bbls. @ \$1.25 = 11.25 list Bill	18 Plungers @ .60 = \$10.80 list 27 TM Plunger & Protector Tubes @ .40 = \$10.80 list	24 assorted #93 & 92 Lft.points @ \$6.00 =\$144.00 list 21 #12 Snorkel pts, @ \$7.00 =\$147.00 list Bill	#3.00= #18.00 list Bill 2.40 list	METHOD OF COMPUTATION 6 #8 bbls.@ \$2.60 - \$15.60 list
Service charge on 4 #12 TM bbls. @ .40 = \$1.60 net Billing for difference on extra bbl 85¢ list or 42¢ net Total for exchange, \$2.02 net	Serviçe plunger	Service charge on 24 lifetime points @ 10¢ each = \$2.40 net Billing for difference on pt \$3.00 list or \$1.50 net Total for exchange.\$3.90 net	Billing for differer extra barrel - \$2.40 list or \$1.20 Total for exchange,	COST SERVI & NET BI

CONSOLIDATED PARTS EXCHANGE PRICES

f.,

These sheets condense all Parts Exchange Prices for your convenience. Prices apply to used parts accumulated from repair work 11.

	and on the part of the continue of and and the continue of the	In	accordance with Parts Exchange	Policy explained on Pa	led on Page D9, D10 and D11.	D11.
Net	Net Exchange Price		Net Exchange Price		Net Exchange Price	rice
PEN PARTS, MODELS WITH LIFETIME POINTS:	FIME POINTS:					
Point or Point Units	.10		.10	Assembled Barrels	.05	
PEN PARTS, MODELS WITHOUT LIFETIME POINTS INCLUDING	IFETIME POINTS	INCLUDING CURRENT LINES:				
Points, Conv.:		Caps, Pre-Snorkel & Snorkel:	kel:	Assembled Barrels:		
Stainless Steel	No Exchange	Sovereign	1.55		Admiral &	,
#23, 3, 33	.35	Sentinel-Clipper	2.10	Cartridge (except Co	Compact) .05	
#5, 52, 55K, 65K	04.	Crest-Triumph	2.45			
#(3, 74, 745K #8	٠. د د د	Signature Antograph	3.35	Pre-Snorkel & Snorkel		
)	•	Snorkel Autograph (new)	9.60	Frastro Gold Filled	04.	
Points, Sheath:	Q			14Kt Gold	13.20	
COM, COM	00.	Other Cane.		C+1-0		
Point Units:		Tady Sheaffer T - XTV	00 [Barrels:		
	No Exchange	, X	900	Lady Sheeffer v vvr		
)	Sheaffer XX	2.50	Sheaffer XXXIII	() 'Z	
and Palladium Silver	.75	Sheaffer		Sheaffer XXXV		
		Lady Sheaffer XXXV	4.75	PFM I, II, III	.50	
Points & Gripping Sections:	(PFM II	2.00	V, Autogra	.60	
#L4FFM, LDFFM	00.	FFM TV	2.10		,50	
ASI'(, ASDI'(, ACZI, ACDZI,	9	PFM V	. 2.	Compact I, II	.50	-
ACCO, & ACDEO		Irm Aucograph Twostiel VI	00.	:		
Writing Units:			OT•2	Ch Rlack		
#12 & 135K	1.25	Other Used Caps:	No Exchange	CD Colored	ئن. دي.	
#33,52,73,74,8,10,12 TD	1.00	T			· • • • • • • • • • • • • • • • • • • •	
		w i		ZOFD, 92SD	. 50	
Parts Related to Points:		Cadet, Craftsman, & Admiral	ral .35	Snorkel	04.	
Feeds	.10	Other Models	04.	Imperial	06.	
Feed Inserts	No E			Compact	, ,	
	3K .30	Parts Related to Pen Caps:		Lady Sheaffer	1.75	
Filler Tubes & Inserts,	55K, (45K.25	Bands & Bands & Inner Caps	No			
n Pierce Tube Inserts	くし・ No Exchange	Clips, Clip Steeves & Springs liner Can & Inner Sleeve	rings No Exchange	Parts Related	to Pen Barrels:	
va	.10	c Cap		(with Plunger Knob)	Touchd'	
Point Holder Gaskets	.02	Other Cap Shells	No Exchange	Shells I	. 4000 ·	
Seal Gasket Washers	No Exchange			Snorkel PFM, Imperial (No	~	
				Plunger Knob)	.10	Ų.

CONSOLIDATED PARTS EXCHANGE PRICES CONT'D.

Net Exchange		ce Net Exchange Price
Barrel Shells, Plastic, Imperial	FENCIL FANTS	BALLPOINT PARTS:
Desk Pen .45	Pencils Matching Lifetime Pens:	Retractable Models:
Compression Gasket ("0" Ring) .02		
Friction Ring No Exchange	• .	Bands, Ballpoint No Exchange
Gripping Section .10		Chrome,
et		Tipped or Plain ,15
Gr. Sect. and Thread Rings .20	Bands, Pencil Cap No Exchange	old Tipped
Levers .10	s, Plastic	
Lever Rings No Exchange	Gold Filled	ß
Liners, Barrel No Exchange	14Kt.	Steel
Knobs, Plastic	Barrels, Lady Sheaffer I-XIV .50	Barrels, White Dot Gold Filled 2.10
Knobs,	XV-XXI	6
	Sheaffer XXXV	Tips
Knob	Clips, Pencil No Exchange	CN
Plunger Knob Ornaments, PFM	Pencil No	Shells
Plunger Rods & Washers .10		lpoint . No
O. Plunger Tubes, Snorkel	Mechanisms, CFl No Exchange	llmoint No
Tubes, TD, PFM, Imperial	PFM, Impe	ON
Tube G		lide Collar
Tube Screws No	s No Exc	No Exc
Propelling Springs .05	Tips .20	4
e Bars	Tips, 14Kt No Exchange	PushRods, Slide Spring Mech. No Exchange
Quills, Touchdown .10		Thread Sleeves Can on Bannel No Drobence
20FD, Snorkel, Imperial	Pencil Cap:	ris car arcetos) cap or pariet no premange
cing Bands . No Exch	Sovereign .90	
	Sentinel	Rallnoin+ Cans.
Sac Protector Assembly, Snorkel .20	riumph	Crest
PFM	ure	tilre
Bushings		
Sac Protector Tubes .10	mp (New)	Dodinicas Docor
FM, Imperial IV,		מסום דוווים
VI, DeskPen, Compact I, II, Desk Pen .10	er I - XIV	Desk Ballnoint Den Models:
Threaded Bushings-Other Than		Barrels & Quill Styn
Above No Exchange	Sheaffer XXXV	עיי
_	Λ.	O Colored
on Vac Fill Cartridges-less Thread	PFM V 2.15	7. Ye
Ring .30	PFM Autograph 2.85	
13	Other Used Caps: No Exchange	Other Used Caps: No Exchange
	New Caps Not Listed Above: .25	New Caps Not Listed Above: .25

SUBSTITUTION POLICY

This policy is provided so you can identify the models on the Factory Substitution List. It should be used when obsolete models are brought into your shop. It not only identifies models on the Substitution List but also specifies which model should be made up and the price.

Substitutions are necessary for many reasons. In most cases the materials from which older repair parts are made are no longer available. There has been a great swing to molded parts in recent years, not only in the pen industry but in general, consequently, our suppliers no longer make flat, rod or tube stock. In fact, some of the suppliers are no longer in business.

To further complicate this problem, the plastic materials, the very best available at the time, tend to become brittle with age and shrink and fade. To correctly recondition a pen it must be dismantled and, during the process, even with the greatest of care, the brittle or shrunken parts may break. When we must replace a part, the parts will not fit or work well together due to shrinkage and will not match other parts due to fading.

To meet these problems we inaugurated our Substitution Program. This program is specifically designed so as to be to the advantage of the customer. We offer very generous trade in allowances, as high as 70% of the original price, on models 10, 20, 30 years old or older. If, for some reasons of sentimental attachment, the customer does not want to take advantage of this startling offer we will repair the old pen if it is a guaranteed model. These substitution pens are all black to avoid color matching problems in the future.

These advantages should be pointed out:

- .1. The substitution pen is a <u>brand</u> <u>new</u> pen of <u>equal</u>, <u>or more</u>, <u>value</u> than the old pen.
- 2. It has the one stroke modern touchdown filler, sure grip inner spring clip, better fluid control and modern design.
- 3. It will closely match the size and shape of the old pen.
- 4. The point will be of the same style and the customer can choose the point grade.
- 5. We no longer make Lifetime pens, however, the new pen will be serviced at a very nominal fee.
- 6. We will also exchange the pencil.
- 7. If the customer does not accept the offer we will repair the old one if it is a guaranteed model.

As a repair station you have these advantages:

- 1. The substitution pen is pre-snorkel. You will want to try to interest your customer in a new snorkel first.
- 2. You can make the substitution in your own shop for the prices shown on pages D18 and D19. The old pen should be dismantled and identified and sent in for parts exchange. These parts will be exchanged for the low exchange prices. As an example, in the case of a substitution on the Lifetime 93WH you receive \$3.50 from your customer and receive back replacement parts for only 25¢.

Remember, this program is definitely to your advantage. It is also definitely to the customers advantage and made available by us at such tempting prices only as a reward for our customers loyalty and because of our desire to provide good service, at any expense. Please cooperate and use the program as it is intended.

HOW TO USE THIS LIST

For Lifetime Models Only:

- 1. Determine if the pen is on the Substitution List. Outline drawings are provided on pages D16 and D17 to help identify all models on the Substitution List.
- 2. Using the number at the left, find the group the number is in on page D18. This page will change from time to time.
- 3. From the columns at the right determine the substitution model and price.
- 4. Inform your customer of the substitution offer using the sales outline on page Dl4.
- 5. If the customer accepts, make up the model with the correct parts. Don't forget to ask customer what grade of point he wants in the new pen.
- 6. Dismantle old parts and send in together for exchange. Identify the parts and we will exchange them for parts to make up the substitution model to replenish your stock. This will be done for the parts exchange charge.

For Non-Lifetime Models (#3-#23-#33-#5-#55 points)

The following models are substituted in all colors: Models and Prices on Page Dl9. .

All flat end models (made prior to 1930)

All mottled and black balance models (made prior to 1930)

All striated and black models with solid or visulated gripping sections that are not chased (made prior to 1945)

The following models are repaired:

- All striated and black models with visulated gripping sections that are chased.
- All Touchdown Models All Snorkel Models.
- All Tip-Dip Models All Skripsert Models.

COLOR CODE EXPLANATION

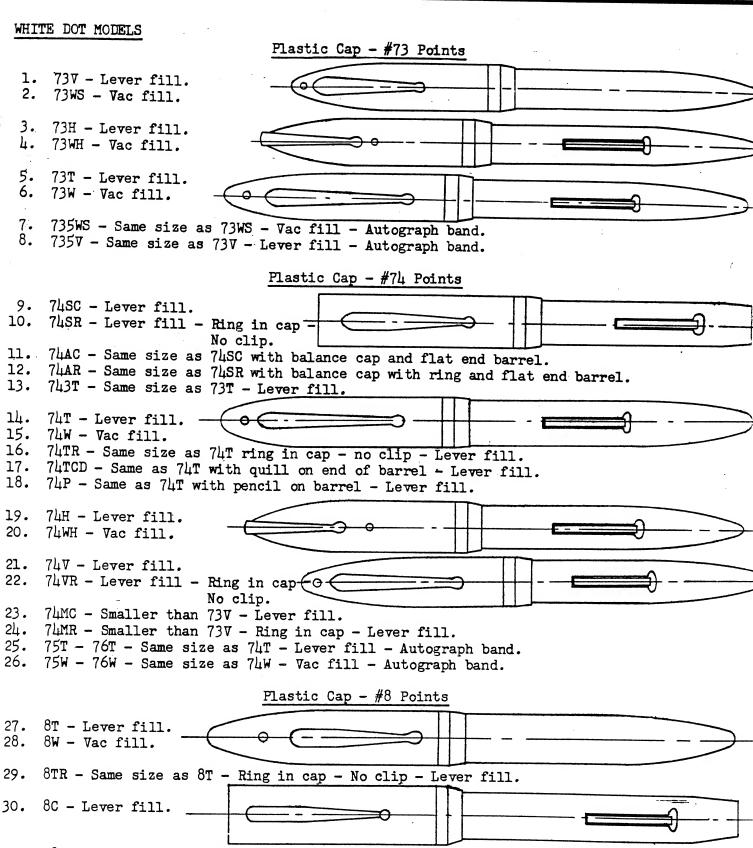
- L Black
- A Black and gray mottled with lines of red.
- K Green and white mottled.
- H Green and black mottled.
- J Green and white mottled.
- D Black and pearl mottled with red and green highlights in pearl.
- C Brown and black striped.
- E Green and black striped.
- F Rose and black striped.
- P Gray and black striped.
- S Carmine and black striped.

Pencil Substitution List on page D19.

Pencil must be traded in to qualify for substitution price.

3-1-60

D15

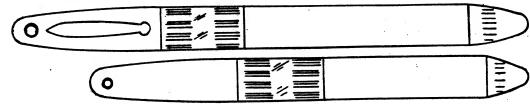


- 31. T8C Same length as 8C Flat end Smaller diameter Lever fill.
 32. 8AC Same size as 8C with balance cap and flat end barrel Lever fill.
- 33. 8AR Same size as 8C with balance cap with ring and flat end barrel Lever fill.
- 34. T8SC Same size as 74SC flat end Lever fill.
- 35. T8SR Same size as 74SC Flat end Ring in cap Lever fill.
- 36. T89C 89C 85C T85C Same length as 8C Flat end Varying diameters Autograph
- 37. T85SC Same size as 74SC Autograph band Lever fill. bands Lever fill.
- 38. 85T 86T Same size as 8T Autograph band Lever fill.
- 39. 85W Same size as 8T Autograph band Vac fill.

WHITE DOT MODELS

Plastic Cap - Sheath Points

- 40. 93H Lever fill.
 - 93WH Vac fill.



93WM - Vac fill. 42.

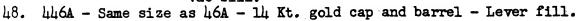
- 43. 93H Auto Same size as 93H Autograph band.
- 93WH Auto Same size as 93WH Autograph band.
- 45. 93WM Auto Same size as 93WM Autograph band.

Metal Cap - #73 Points

46. 46A - Gold filled cap and barrel -

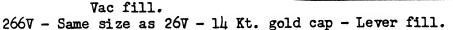
Lever fill.

47. 46AW - Gold filled cap and barrel Vac fill.



49. 26V - Gold filled cap -Lever fill.

50. 26WS - Gold filled cap -



51. 7336TC - Same size as 47T - 14 Kt. gold cap and barrel - Lever fill. 52.

Metal Cap - #74 Points

53. 47T - Gold filled cap -Lever fill.

54. 47W - Gold filled cap

Vac fill.

476T - Same size as 47T - 14 Kt. gold cap - Lever fill. 55.

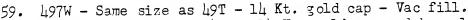
Metal Cap - Sheath Points

56. 49T - Gold filled cap -

Lever fill.

49W - Gold filled cap 57. Vac fill.

49WM - Gold filled cap -58. Vac fill.



60. 9337T - Same size as 49T - 14 Kt. gold cap and barrel.

Desk Pens and Sockets - #74 Points

74D - 74DP - 74DG - Lever Fill. Socket and Post also substituted to match pen.

Desk Pens and Sockets - Sheath Points

Socket and Post also substituted to match pen. 62. C92WD - Vac Fill.

WHITE DOT MODELS

Key Symbol No. Substitution Model: Key No. Symbol No. Substitution Model: 1 73V 2 73WS 73WS 121S 121S* 73SH \$3,00# 43 93 44 93WH Auto 121S <	Price
73V 73WS 73H 121S 121S* 73SH \$3,00# 43 93 44 93WH Auto 121S 121S 121S 273WM Auto 121S 121S 121S 473WM Auto 121S 121S 121S 121S 121S 121S 121S 121S	Pmine
2 73WS 73H 121S 121S* 73SH \$3,00# 44 93WH Auto 121S 121S 121S	
7 735WS 735V 121S-6 121S* 73SH 4.50## 48 This substitution made at factor only 9 74SC 10 74SR 11 74AC 12 74AR 13 74ST 14 74T 14 74T 15 This substitution made at factor only	\$6.50##
8 735V 121S-6 121S* 73SH 4.50## 40 IIIIs substitution made at factor only 9 74SC 10 74SR 11 74AC 12 74AR 13 74ST 14 74T 51 This substitution made at factor only	3,50##
10 74SR 11 74AC 12 74AR 13 74ST 14 74T 51 This substitution made at facto onl	ry 10.00##
13 74ST 14 74T	3.50##
7 / O	
16 74TR 1278 1278 001	
18 74P 74SH 74SH	3.50##
20 74WH only	- 1
23 74MC 24 74MR 112S 121S 121S	5,00##
25	
27 8T 28 8W 29 8TR Chaice of: 60 This substitution made at factor only	
29 8TR Choice of: 61 74D-74DP 79D 92SD*** 74SH	3,00#
32 8AC 2) 8T 8T 8SH 3.00# Skt	300011
33 8AR (For those who like 34 T8SC the larger size.) 35 T8SR	
36 T89C-89C Choice of: 37 T85SC 1)92OS 82S 8SH 6.50## 38 85T-86T Auto	
39 85W 2) 8T 8T 8SH 6.50## Auto (For those who like the larger size,)	
40 93WH 41 93WH 121S 121S 121S 3.50# 42 93WH	

^{*} Fitted with 73S barrel end. ** Fitted with 7LS barrel end.

^{***} Fitted with 55SD barrel end.

Plus 10% Manufacturers Excise Tax (When exchanged at factory)

^{##} Plus 10% Federal Retailers Excise Tax

Plus 10% Manufacturers Excise Tax. (When exchanged at factory) ## Plus 10% Federal Retailers Excise Tax.

	vi saeautaetimeM 20[sulq #	· · · · · · · · · · · · · · · · · · ·	,		
1	Pencils to match pens - Pencils + S3 - + S4,30 - H55 Points sinio + S5 Points	Sh	гнло	ратвисе	#SL°Z
į.	Pencils to match pens with #2 - #22 - #23 - #33 Points	Ен	ξH	ряјяисе	#0 ≶ °Z
	stabo		1 noitut. Lerred	меср (Деср	eo iri ce
				MON-FIRETIME MODELS	TS°00##
_	Darrel Lukt Cap - Barrel		##00°6		
_	Gold Filled - Plastic Barrel lukt Cap - Plastic	941	O'THTI	Balance made at factory only	##0 5° Z
	Autograph Band	OjnA-OjHJ	ראליס	Вадапсе	##0S°7
	All Plastic - lukt				
		9-0-пн⊓0-е	ΓΗΓΙΌ	Bal an ce	##00°E
	Signature Band All Plastic - lukt		ГН [†] 0 ΓΗ [†] 0	Balance Balance	##00°ε #05°τ \$

PENCILS MATCHING LIFETIME MODELS

	<u> </u>				1
#00°E	Use customers point if ok, if not use #33 or #52	ass	SSSD holde SSSD or SS section -	All Desk Pens with #3 or #5 Points	
#00°E	Use customers point if ok, if not use #52	252	252	- 05.24 - 624 Aitw ans LlA #5 - #55 Points;	2
#os*z \$	Use customers point if ok, if not use #33	SEE	338	- SS# - S# Ajiw ans IIA #S3 - #33 Points	
Price	N.T.P	Barrel		Models	
•	Todel	I noituti	tadus	Į.	ŀ

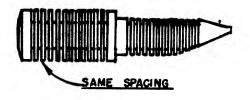
REPAIR INSTRUCTIONS

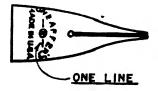
The list price of the C8W point has been reduced from \$2.75 to \$2.25. The exchange price remains at .60. Please make this correction on pages B45 and B51.

SPECIAL TECHNICAL INFORMATION

The C8W point is now being made slightly thicker, therefore, the feed is being made thinner. Since this difference is not detectable to the eye, a special marking has been placed on both feeds and points as illustrated below. This change was made necessary by the manufacturing process only and the old points are still completely satisfactory for use on old or new pens as long as the correct feed is used. Conversely, the newer point will assemble with the older pens as long as the correct feed is used.

<u>OLD STYLE FEED & POINT</u>





NEW STYLE FEED & POINT

